



Michael Watson SECRETARY OF STATE

Secretary of State's Office Finance and Administrative Services Division Accounts Payable & Travel Coordinator

- **Accounts Payable:** Prepare and submit accounts payable transactions to the Department of Finance and Administration (DFA) following the Secretary of State's (SOS) internal policies along with the DFA's MAAPP Manual via MAGIC (Mississippi Accountability System for Government Information and Collaboration). Work with the Purchasing Agent to ensure Purchase Orders are created and/or are sufficient for invoice payments. Assist the Director of Finance and Administrative Services with coding invoices and checking the accuracy of the invoices received. Maintain files onsite, online and in storage. Process invoices, divisional refunds Federal Grant reimbursements to counties and vendors, monthly debt service payment to OST, and other miscellaneous transactions that present themselves.
- **Travel Coordinator:** Receive and verify all employee and contract employee's travel vouchers. Process travel payments through SPAHRS. Assist with travel arrangements and process travel advances as needed. Educate employees and contract employees on any new travel changes. Provide the Technology Services department with updated travel forms and travel information to post on the SOS Intranet. Maintain travel files onsite and transfer files to the State Records Center for storage when necessary.
- **Travel Card Coordinator:** Keeper of Agency Travel Card; maintain sign out/in records as well as a list of employees with personal travel cards. Distribute new information regarding travel card changes and communicate with the Bureau of Marketing, Travel and Card Programs as needed.
- **Tax Forfeited Lands (Payment Liaison):** Receive and verify land patents and filing fee requests from Tax Forfeited Lands staff. Process filing fee payments and mail land patents along with their filing fees via certified US Postal Service to counties. Maintain Fee Audit spreadsheet and process tax reimbursement payments to the counties for land sold. Work with the tax forfeited lands staff, County representatives and Executive staff to report payments made to the cities, counties and school districts for press release or any other reporting necessary.
- **Mailroom Backup:** Serve as back-up to Mail Coordinator, as needed. Pick up (morning) mail from the Post Office; deliver mail to local offices within the Capitol Complex; distribute packages to local offices within the Capitol Complex (some lifting required) and deliver mail to Post Office at the end of the day. Attach postage on all outgoing mail via Pitney Bowes mail processor.
- **Special projects as assigned.**

Requirements:

- Strong working knowledge of state accounting and accounts payable policies contained in the MAAPP Manual with the DFA.
- Strong working knowledge of state travel laws, regulatory agencies, agency services, rules and regulations governing state agency travel required (through the Bureau of Marketing, Travel and Card Programs within the DFA.)
- Working knowledge of state technical systems (SPAHRS and MAGIC)
- Working knowledge of Microsoft Office Products (Word, Excel, PowerPoint) required.